

## Parent Connection Instructions

**ParentConnection** is the new Williamson County Schools' parent portal that replaces K-12 Planet. With **ParentConnection** a parent can create an account and log in to see his/her student's grades, attendance and other valuable information. What's more, with an approved account, a parent can set up "Triggers." He/she can set, for instance, a specific grade average that the student must stay above, or else the program "triggers" a notification to the parent. Trigger notifications can be sent as a phone call, email or even a text message to your cell phone!

**All 3 of these steps must be completed before your account can be approved.**

### Step #1:

**Fill out and sign the Participation Agreement** and return it to the office. Your account will not be opened until the Agreement is on file. (If you are creating an account for your student to have themselves, please check the appropriate box on the agreement and repeat steps 2 and 3 for the student account.)

### Step #2:

**Create a ParentConnection Account:**

1. In your internet browser's Location or Address field, type <http://parentconnection.wcs.edu> and press Enter or Return.
2. On the **ParentConnection** web site, click the link "Click here to sign up."
3. On the Parent Account Signup page, fill in all of the required fields.
4. Create a password. The requirements are: 6 or more characters, a mixture of capital and lowercase letters, a mixture of letters and numbers.
5. You will then receive an email verification code. Enter the verification code. You will be taken to the parent interface.
6. Turn off the pop-up blocker in your internet browser.

### Step #3:

**Apply for Access to a Student:**

Your new account will not have any students associated with it yet. You will request for access to a student, and a school administrator must grant approval before access is complete.

1. Click the "Add a student to my account" link.
2. Complete all fields on the application page and verify it is accurate.

(You will need your student's ID# to complete this step; you can find it on their report card.)

3. Click "Submit" located near the bottom of the screen.
4. Allow up to one week for processing of the request by an Administrator.
5. The status of your request for students will be set to Pending until approved or denied. If your request is approved, you will be granted access to the student's records. Any time after submitting a request, parents can see the status of the application by clicking on Manage Students.

**Logging on to a ParentConnection Account:**

1. In your browser's Location or Address field, type <http://parentconnection.wcs.edu> and press Enter or Return.
2. Enter the Username and Password for the account you created then click Log On. On return visits, if you cannot remember your password, click "Forgot Your Password," and it will be emailed to you. If you cannot remember your user name, ask your school's **ParentConnection** school administrator, Kathy Wells to assist you.

**Exiting ParentConnection**

1. When you finish using **ParentConnection**, click "Log Out" on the left side of the screen.
2. For added security, we recommend you also close your browser.

**Tools for Parents:**

Choose the student name in your approved student dropdown list.

1. **Assignments:** All past, current, and future assignments are available for viewing. Teachers may also have attached documents to support individual assignments.
2. **Grades:** Student's courses, teacher names, and average grade are visible. To view details about an average grade, click the grade that is highlighted in bright blue.
3. **Attendance:** Attendance records are visible.
4. **Triggers:** Triggers allow you to receive notification if your students' grades dip below a certain threshold, rise above a certain threshold, or if your students are marked absent or tardy.
5. **Manage Students:** Parents can request additional students be added to their account and manage their accounts.
6. **My Settings:** Parents can reset their own password.